

Visio 2019/365 Level 1

Course VIS-01

1-Day

Instructor-Led, Hands-On

Introduction

Visio is the industry-leading diagramming applications that lets you work visually to create all sorts of diagrams. Visio offers thousands of shapes that meet industry standards, including BPMN 2.0, UML 2.4 and IEEE. Whether you want to map out an IT network, build an organization chart, document a business process, draw a modern floor plan or capture a flowchart from a whiteboard, Visio can help you work visually and stay compliant.

During this one-day, instructor-led course, the first course in a series of two, students will learn how to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

In this course, you will design, modify, and manage basic diagrams. You will:

- Identify the basic elements of Visio and their use.
- Create a workflow diagram.
- Build organization charts.
- Build project diagrams.
- Build project data diagrams.
- Finish the Visio diagram.

Prerequisites

For this course, a basic understanding of Windows is needed. Having familiarity with the ribbon and backstage concepts in Microsoft Office 2019/365 is a big plus.

Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Course Outline

Module 1: Getting Started with Visio

- Create a Visio drawing
- Add shapes
- Connect shapes
- Format shapes
- Use the stencil

Module 2: Building Flowcharts

- Add flowchart shapes
- Connect flowchart shapes
- Add a cross-functional flowchart
- Fill out a cross-functional flowchart

Module 3: Building Organization Charts

- Building an organizational chart
- Organizing the chart
- Creating an organizational chart with a wizard

Module 4: Building Project Diagrams

- Building a project workflow diagram
- Adding workflow objects
- Formatting workflow objects

Module 5: Directional Maps

- Create a directional map
- Adding landmarks and labels
- Formatting labels
- Resizing and Positioning shapes

Module 6: Office Layouts

- Starting a floor plan
- Scaling the office layout
- Adding shapes to the office layout
- Aligning and distributing shapes

Module 7: Finishing the Visio Diagram

- Adding text
- Adding backgrounds
- Adding containers
- Setting up to print the document

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>